

INCIDENT REPORTING CHANGES

- Incident Report Submission: Three additional fields that will need to be completed:
 - a. Date of Knowledge
 - b. Handcuffed
 - c. Tasered
- Incident Reports in Multiple Categories: On occasion an incident meets the criteria of a reportable incident in multiple categories.
 - a. Example: Allegation of Abuse.

Both verbal and physical abuse was alleged to have occurred during the same incident. As the incident report is processed, the reviewer will duplicate the submitted IR and process it twice; once as an allegation of verbal abuse and once as an allegation of physical abuse. This will result in two different IR numbers (one for each) and two e-mails. When submitting the follow-up report, the person responsible for follow-up should specifically include both of the different IR numbers at the beginning of the narrative and the reviewer will duplicate the follow-up report and link it to the two specified incident reports.
- Auto-Generated E-mails: Automatically generated e-mails will include some additional information:
 - Name:
 - Customer ID:
 - Provider (at time of incident):
 - Provider Contact:
 - Funding Source:
 - Customer Address:
 - City:
 - State:
 - Zip:
 - County:
 - Incident #:
 - Date and Time of Incident:
 - Date of Knowledge:
 - Reporting Entity:
 - Reporting Person:
 - Reporting Person Telephone:
 - Reporting Person Email:
 - Narrative:
 - Plan to Resolve:

For assistance please contact DDRS: Sharon Hudson at Sharon.Hudson@fssa.in.gov or 260-482-3192, extension 115.